



## **POSITION DESCRIPTION**

**TITLE OF JOB:** Director of Investments/Chief Investment Officer  
**DEPARTMENT:** RCRP Administrative Office  
**REPORTS TO:** RCRP Executive Director / Retirement Plan Board (Trustees)  
**FLSA STATUS:** Exempt (Full-time)

## **JOB SUMMARY:**

The employee should affirm the principles, beliefs, and practices of the Seventh-day Adventist Church. The Director of Investments/Chief Investment Officer (DOI/CIO) works with external investment advisors and managers in the development and execution of investment strategies, monitors compliance and risks associated with those activities, and provides oversight and management of non-investment Trustee office programs. The DOI/CIO crafts, implements, and documents systems and processes that lead to sound and efficient decision-making, and organizational capacity.

## **AUTHORITY AND ACCOUNTABILITY**

The DOI/CIO reports to the Executive Director and works in collaboration with the Trustees, the Trustee Board, and the Retirement Plan Board members.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The DOI/CIO is responsible for the development of an innovative, long-range and comprehensive investment strategy and management plan. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Duties may include, but are not limited to the following:

1. Promote, organize, and manage the internal process to transition from a group annuity contract to an open architecture platform.
2. Facilitate the alignment of administration, Trustees, and key stakeholders in what is required for governance of a retirement plan funded by church members for the benefit of denominational employees, retirees, and their beneficiaries in the current regulatory environment.
3. Collaborate with the administration, Trustees, outside pension consultant(s), and securities counsel in the formulation, evaluation, and implementation of investment policies, guidelines, asset allocation, selection of external investment managers, risk management, compliance monitoring, and portfolio rebalancing.

4. Work with securities counsel, pension consultant, asset managers, and custodian banks on developing and executing contracts as required.
5. Conduct provider evaluations and portfolio reviews, assist with governance of the retirement plan, and work with the third-party administrator (TPA) and actuary to support cash flow operations and portfolio rebalancing.
6. Conduct and direct research projects relative to investment management.
7. Manage risks according to portfolio mandate and risk control guidelines.
8. Fully observe the compliance requirements of the portfolio.
9. Comply with all applicable safety rules, policies, and procedures.
10. Develop and implement a strategy for employee development and performance management.
11. Formulate and implement organizational development strategies to maximize the effectiveness, potential and capacity of the Trustee office while emphasizing communication with stakeholders, organizational capacity building, and development initiatives.
12. Manage Investment Office operations.
13. Facilitate the Trustees operations.
14. Model clear integrity and ethics consistent with the field of investment management.
15. Perform other job-related duties as required.

## **QUALIFICATIONS**

Needs substantial knowledge of investment concepts, terminology, styles, models, and strategies, including portfolio theory, asset liability studies, asset allocation, performance measurement, and a solid understanding of capital markets. Ability to analyze and evaluate risk and performance of investment managers across equity, fixed income, hedge fund, private equity, and real asset strategies. Knowledge of applicable investment laws, rules, regulations, compliance considerations and professional standards. Extensive knowledge of statistical concepts, methods, and models and their application to investments. Knowledge of actuarial concepts and how they apply to pension funding and asset allocation decisions. Skill in planning, organizing, and prioritizing work assignments to manage a high-volume workload in a fast-paced and changing environment, completing detailed work with high accuracy.

## **EDUCATION/TRAINING**

Bachelors (BA/BS) degree in business administration, finance, economics, accounting, or a closely related field. A Master's degree in Business Administration, Communications, Marketing, or related field is preferred. Attainment of the Chartered Financial Analyst (CFA) or Chartered Alternative Investment Analyst (CAIA) designation is desirable. Transcripts are required at the time of application.

## **EXPERIENCE**

Ten (10) years of increasingly responsible experience in the financial service industry. Direct experience is required in institutional portfolio management and overseeing investments, risk management, and compliance functions for a public entity or private institution, pension fund, or endowment. Also needed is direct experience with portfolio level asset allocation, manager performance evaluation, risk management, managing custodial relationships and experience working with investment consultants and advisors. The DOI/CIO must have a solid understanding of pension systems, financial markets, and economic indicators. Must possess and demonstrate sensitivity to the effects of race, social class, and gender differences on life outcomes and the environment, and be able to effectively incorporate that knowledge, research or analysis into investment decisions and organizational development.

## **COMMUNICATION SKILLS**

Excellent verbal and written communication skills, particularly in the communication of complex information that is accurate, timely, and based on sound judgment. Good skill in making presentations to groups with varying levels of finance and investment knowledge.

## **INTERPERSONAL AND COMMUNICATION SKILLS**

Demonstrates beyond academic intelligence, analytical reasoning, and verbal abilities; we encourage and promote creativity, initiative, team leadership, cooperation, persuasiveness, resilience, and optimism - ability to utilize available resources to achieve organizational goals. Must possess flexibility, a positive attitude, a desire to work as a team member, the ability to champion and implement change, anticipate and analyze problems, and resolve issues through effective problem solving. Basic emotional intelligence skills are expected.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Must be able to read, speak and hear with reasonable accommodation, and use a computer for several hours at a time. The work is usually sedentary, but may involve some standing, walking, bending, kneeling, lifting, and carrying of light items with reasonable accommodation. Significant time is spent engaged in oral and visual communications. Tasks are performed in normal office conditions.

## **SALARY AND BENEFITS**

All necessary information on salary and benefits will be made available in the application and orientation process.

Interested candidates should submit resumes to Yvonne Collins, HR Director at [Yvonne.collins@regionalretirement.org](mailto:Yvonne.collins@regionalretirement.org)  
**Resumes must be received or postmarked by March 2, 2023**

**EFFECTIVE POSITION START DATE: April 3, 2023** *(subject to change)*